



Set-Up & Equipment Form

PERMIT NUMBER:

Contact Name: _____ Phone: _____

Organization/Group: _____

Event Title: _____

Date, Day, and Time: _____

Name of Room: _____

Please circle the set-up diagram that is most appropriate to your needs. Please include the quantity of tables and chairs required. Additional equipment may be available upon request (easel, TV/VCR/DVD, overhead projector).



If none of the set-ups shown meet your needs, please draw your own arrangement.

[illegible]

No. of tables required: _____

No. of chairs required: _____

Additional equipment required: _____

The City of Sunnyvale encourages persons with disabilities to participate in any of our Parks and Recreation programs. We will make reasonable efforts to accommodate persons with disabilities in accordance with the Americans with Disabilities Act. If you require special accommodations, please contact (408) 730-7751, TDD (408) 730-7501, at least five days in advance of the program or activity. For fee waiver assistance, call (408) 738-4321.



BS 7351

Visit us on the web at sunnyvale.ca.gov/recreation